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FROM: Eduardo J. Ribas
Director for Workforce Management

TO: All NOAA Employees

SUBJECT: Area of Consideration for Vacancy Announcements
and Consideration of Eligible Candidates

In an effort to make your application process more efficient, the NOAA Workforce Management Office (WFMO) has developed an information sheet to assist you in this regard - particularly as it relates to the "Who May Apply" section of our vacancy announcements.

For more information on this subject, please visit http://www.wfm.noaa.gov/Bulletin20_info.pdf.

WFMO - Policy and Program Management Office

On November 3, 2005, the Department of Commerce, Director for Human Resources Management, issued Human Resources (HR) Bulletin #20: http://ohrm.os.doc.gov/static/PROD01_001246.pdf. Outlined below are the purpose and impacts of HR Bulletin #20, as well as helpful information for applicants.

PLEASE be advised that the implementation of Human Resources (HR) Bulletin #20 will be consistent with existing collective bargaining agreements, Memoranda of Understanding within specific line offices, and the Federal Labor Management Relations Statute.

Purpose of HR Bulletin #20

- To attract and hire a diverse and highly-qualified workforce by accessing a larger applicant pool
- To address under-representation in Commerce occupations
- To emphasize the recruitment of veterans

Impact of HR Bulletin #20

- All vacancy announcements must be open to **all sources** of applicants for at least ten (10) business days
 - **All Sources:**
 - Merit Assignment Plan (MAP) – for current Federal employees or those eligible for MAP consideration
 - Delegated Examining (DE) – for applicants who are not current Federal employees or employees who do not have competitive service status
- Selecting Officials must post vacancies for both internal (to the Federal government) and external applicants

Information for Applicants

- Every NOAA job announcement contains a section called "Who May Apply"
 - This section defines the pool of applicants who are eligible to apply for the vacancy
 - Employees/potential applicants should read this section to determine if they are applying for a **Status** or **Non-Status** announcement
- **Status Applicants:**

- An employee who is on a career or career-conditional appointment in the competitive service and has completed his or her initial probationary period
 - Status applicants do not have to compete with members of the general public in an open competitive examination
 - Most NOAA employees are status applicants
 - NOAA employees seeking transfers, promotions, reassignments, demotions, or reinstatements should apply to positions open to status applicants (these are covered by MAP procedures).
 - "Who May Apply" section can contain the following language: "status applicants nationwide, current Federal employees serving under career or career conditional appointment." (This section will further outline specific hiring authorities that can be used for status consideration).
 - In the question portion of the announcement, if asked "How do you want to be considered?" - answer this question "Under MAP procedures"
- **Non-Status Applicants:**
 - A person who is outside the competitive Federal workforce or a Federal employee who does not have competitive service status
 - Non-status applicants do not meet the definition of a status applicant (example - employees on term or temporary appointments)
 - Non-status applicants can only apply for vacancies open to non-status applicants
 - Non-status vacancies are covered by DE procedures
 - "Who May Apply" section can contain the following language: "Any United States Citizen."
 - In the question portion of the announcement, if asked "How do you want to be considered?"- answer this question "Under DEU procedures"
 - If a status applicant also desires to be considered under the DE announcement, he/she must submit all the required documentation requested in the DE announcement. (*Note: when an applicant is selected from a non-status announcement they must serve a new one year probationary period.*)

Should you have any questions regarding the details of HR Bulletin #20, please contact your servicing Workforce Management Office (WFMO). If you have specific questions on the "Who May Apply" section of posted vacancies, please contact the servicing WFMO listed on the announcement.